Grievance - Create   **PA30**

Purpose	Use this procedure to enter a new grievance.
Trigger	Perform procedure when a Union representative officially files a grievance on behalf of an employee.
Prerequisites	• You have received documentation from Union representatives regarding a new grievance.
End User Roles	In order to perform this transaction you must be assigned the following role: • Decentralized Grievance Administrator

Change History	
Date	**Change Description**
8/16/2010 – 11/2/2010	New procedure created.

Menu Path	Human Resources → Personnel Management → Administration → HR Master Data → Maintain
Transaction Code	PA30

Helpful Hints	
	❌ Do not save or green check your entries as you go through each tab in the infotype. Instead, enter all the data available on all tabs and save when complete. This will avoid any HRMS errors and prevent you from having to rekey data. • Grievances must be entered for the previous month by the 10 of the following month. The Labor Relations Office (LRO) will access the information, compile data, and run reports thereafter. ℹ️ If you hit the 💾 (**Save**) button before the grievance is complete, the incomplete required fields will be grayed out. You will need to click 🔙 (**Back**) and rekey the information.

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error	**Example**: Make an entry in all required fields. **Action**: Fix the problem(s) and then click (Enter) to validate and proceed.
Warning	**Example**: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. **Action**: If an action is required, perform the action. Otherwise, click (Enter) to validate and proceed.
Confirmation	**Example**: Save your entries. **Action**: Perform the required action to proceed.

Procedure

1. Start the transaction using the above menu path or transaction code PA30.

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. **Example**: 40000094

3. Click ✅ (Enter) to validate the information.

4. Click the [Labor Relations] tab to select.

ℹ️ You will need to scroll to the right to select the tab.

5. Click to box to the left of [Labor Relations] to select.

6. Click ⬜ (Create) to create a new record.

7. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start	R	This is the date on which a record begins. ❌ The 'Start Date' must match the 'Date Filed'. **Example**: 8/16/2010
Date Filed	R	This is the date the grievance is received by the agency. ❌ The 'Date Filed' must match the 'Start Date'. **Example**: 8/16/2010
Subtype	R	This is used to track the reason the Grievant is filing the grievance. The following options are available: Issue: Filing a grievance because of an alleged violation of the contract. Disciplinary: Filing a grievance on a disciplinary action that was taken against the grievant.

		Example: 02 Disciplinary
Discipline Type	R	For a disciplinary grievance, this indicates the level of disciplinary action being grieved. **Example**: 02 Written Reprimand
Discipline Reason	R	Describes the reasons for the disciplinary action. ⓘ You can have multiple selections, but you must select the *primary* (most important) reason first. Up to 5 additional (for a total of 6) reasons may also be selected. The *primary* reason will be used for tracking and reporting purposes. **Example**: 10 Inappropriate Behavior
Responder	R	This is the individual responsible for responding to this step of the grievance. **Example**: 20999999
Grievance Number	R	This is the number that is assigned by the Union. ⓘ If a grievance number is not assigned by the Union, enter the grievant's last name and date of filing in this field. <u>No two grievances can have the same number assigned.</u> **Example**: Bell-08/16/2010
Orig Agency	R	This is the agency code for the agency at which the grievant is employed at the time the grievance is filed. **Example**: 2350 - Dept of Labor & Industries
Orig Pers Area	R	This is the sub-agency code for the sub-agency at which the grievant is employed at the time the grievance is filed. ⓘ Smaller agencies may not have sub-agencies, so in that instance enter the agency code in this field. **Example**: 2350 - Dept of Labor & Industries
Orig BU	R	This is the bargaining unit in which the grievant is a member at the time the grievance is filed. **Example**: 00HA WFSE Agencywide
Other Griev Num	n/a	This is used to track the number assigned if the grievance moves to arbitration. ❌ This number is manually entered by the LRO. **Example**: n/a
Cost	n/a	This is used to track the costs of a grievance once it goes to arbitration. ❌ This number is manually entered by the LRO only. **Example**: n/a
Group	n/a	The group grievance section is completed for the following

Grievance		scenarios:
		• A group of employees file a grievance. • A grievance is filed on behalf of an entire bargaining unit. • A single employee files multiple grievances which are later consolidated. • Multiple employees file similar grievances which are later consolidated. **Example**: n/a

8.   Click the [Tracking] tab to select.

9.   Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Grievance Status	R	This is used to indicate the current status of the grievance. ⓘ This will change several times during the lifetime of the grievance. Note: Some agencies begin the grievance process at Step 2, in those cases the process will begin at 2M.

		Example: Open
Step	R	This is used to indicate what step of the process the grievance is currently at. ℹ️ This will change several times during the lifetime of the grievance. **Example**: 1M

10. Click the **Contacts** tab to select.

ℹ️ Agencies will need to establish a standard practice for entering Contact information.

11. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
HRC	C	This is used to indicate the Human Resource Consultant contact. ⚠️ It is a requirement to populate either the HRC or Agency LR Contact field. You may populate both, if applicable **Example**: 40000444
Appointing Authority	R	This is used to indicate the Appointing Authority. **Example**: 40000312
Agency LR Contact	C	This is used to indicate the Labor Relations Contact. ⚠️ It is a requirement to populate either the HRC or Agency LR Contact field. You may populate both, if applicable

		Example: 20044444
AGO	O	This is used to indicate the assigned Assistant Attorney General (AAG). ℹ️ Click the (Matchcode) to open the selection list. **Example**: Brown, Elizabeth
Arbitrator	n/a	This is used to indicate the Arbitrator contact. ❌ This text field is manually entered by the LRO only if applicable. **Example**: Doe, John
Agency LRO/OFM Rep	n/a	This is used to indicate the agency Labor Relations Office/Office of Financial Management contact. ℹ️ Click the (Matchcode) to open the selection list. ❌ This is manually entered by the LRO only if applicable. **Example**: Doe, John
Shop Steward	C	This is used to indicate the Shop Steward contact. ⚠️ It is required to populate either the Shop Steward or Staff Rep field. You may populate both. **Example**: 40000097
Staff Rep	C	This is used to indicate the Staff Rep contact. ⚠️ It is required to populate either the Shop Steward or Staff Rep field. You may populate both. **Example**: Doe, Jane
Union Attorney	n/a	This is used to indicate the Union Attorney contact. ❌ This text field is manually entered by the LRO only if applicable. **Example**: Doe, John
Other	O	You may enter 5 additional contacts in the *Other* field. The contacts must be state employees as personnel numbers are entered in this field. Click ➡️ to add additional contacts.

12. Click the [Article Info 1] tab to select.

    ℹ️ HRMS has the ability to store 5 Article information.

13. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Master Agreement	R	This is the name of the Master Agreement the grievance is filed under. ℹ️ Click the 🔲 (Matchcode) to open the selection list. **Example**: 06-WFSE
Contract Year	R	This is the contract period the grievance is filed under. ℹ️ Click the 🔲 (Matchcode) to open the selection list. **Example**: 03 - 09-11
Article Name	R	This is the name of the article being grieved. ❌ The code corresponding to the Article Name is not associated with the Article Numbers within your Master Agreement.

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		![info] Click the (Matchcode) to open the selection list. **Example**: 10 - Discipline
Article Number	R	This is the actual article number from the Master Agreement. ![info] For consistency, please enter single digit article numbers with a preceding zero. **Example**: 27
Sub-article Name	O	This is the name of the sub-article being grieved. ![info] Click the (Matchcode) to open the selection list. **Example**: 99-Process
Sub-article Number	O	This is the sub-article number from the Master Agreement. ![info] Please enter single digit sub-article numbers with a preceding zero. **Example**: 01

14. Click ![enter] (Enter) to validate the information.

15. Click ![save] (Save) to save.

16. You have completed this transaction.

Results
You have successfully created a new Grievance in HRMS.